



INDIANA DEPARTMENT OF HOMELAND SECURITY

Division of Training – Certification Section

302 W. Washington Street Room E-239

Indianapolis, IN 46204

PROCTOR GUIDELINES

Proctors are expected to sign and return the signature page of this document at the completion of testing.

The assigned proctor shall comply with the following rules:

- Stay in the room for the duration of the test.
- Proctors are NOT allowed to review the test questions with the students prior to the actual testing.
- Proctors are not allowed to reveal any of the test questions to the students.
- Proctors are NOT allowed to read the test questions to students.
- **Proctors are NOT allowed to copy or to have copied a written examination.**
- If the proctor is reviewing the test questions while monitoring the students and problems are noted the proctor should make a note and submit it to the IDHS staff to research the challenge.
 - **The notes should NOT be made on or in the test booklet.**
- Hand out 1 test answer sheet, 1 IDHS application for certification, IFSAC application if applicable to the certification test being taken, and 1 test booklet.
 - Check each test booklet to ensure there are no answers marked, stray marks or notations.
 - If any answers are marked or other problems noted, the proctor shall make a note on a separate sheet of paper. The problem test booklet must be returned to IDHS with the other testing materials
 - If the test booklet or any part of the test materials have been compromised return test booklet and testing materials immediately.
 - Do not alter test materials in any way.



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- Applications for certification should be completed by the students before beginning the written test.
 - Signatures of the student, lead evaluator and in the case of a mandatory application the Fire Chief must be included when the application is submitted to IDHS.

Failure to include a completed application for initial and retest examination will result in the tests being voided.

- Answer questions from the students about restroom locations and any other questions they might have prior to opening the test book.
- The Emergency Response Guidebook (ERG) book is to be the only book allowed on the table at this time.
 - The ERG book is allowed at all testing.
 - The MSDS sheet is allowed for the Hazmat Operations test when necessary.
- Blank paper may be on the table for students to use for mathematical calculations.
 - Do not call the Indianapolis office
 - Written test results ARE NOT released over the telephone.
 - Test results take approximately three weeks to process and for notifications to be sent to the students. Results may be reflected on the web site earlier.
- When the student has failed the written examination they have:
 - **180 days from the date the skills were completed to retest on the written examination,**
 - practical skill sheets are good for 180 days from the date the Lead Evaluator signs the application.
 - after 180 days, the student shall complete all of the practical skill examinations again.
- Explain the appeal process.
 - If a student fails the written test they may file a written appeal.
 - Directions on how to appeal will be in the failed letter sent to the student.



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- There shall be no hand-grading of individual examination bubble sheets. It is the responsibility of the student to ensure the accuracy of answering correctly, erasing properly and following the instructions give by the proctor.

(A substitute proctor shall change the Proctor name listed on the Request for Testing Application sent with the testing package and return the application to the Indianapolis Office.)

Before a test begins the proctor shall:

- Explain to the students how to complete the testing bubble sheet, and application. (hand-grading is no longer an option) staff will no longer correct the version number nor add the ID number. PSID numbers are required prior to testing.
 1. Bubbles must be completely filled in.
 2. Two answers marked on a question will be counted as a wrong answer.
 3. A blank answer shall be counted as wrong.
 4. Erasures must be complete or it may appear the student has provided two answers to one question.
 5. Signature area must be inside the lines. Scanner will not grade if outside of the lines.
 6. A 70% score is necessary to pass the test.
 7. Students have 3 hours to complete the test.
 8. Every hour the proctor shall announce the time remaining for completion.

The proctor shall instruct the students the following data must be provided by the student and is required on the written test answer sheet:

- ID = PSID number. **This must be completed. If you leave this blank, the test will not scan and will result in the test being voided.**
- Grade = leave blank
- Date = the date you are taking the test
- Additional data:
 - Course = the name of the course – FF I/II, Fire Officer I, etc
 - Test = 14-?????
 - Instructor= name of instructor (if no instructor, leave blank)
 - Your name = your name (must be complete or the test will be invalid)
- Special Codes: On the front of the test book, you will find version #. This is the number that must be noted in the J column.



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- **Failure to complete the correct version can result in a score of 26 instead of 86. We cannot correct this information. This is a legal document and cannot be altered.**
- On the back of the written test sheet, the student may write any comments about the class, the instructor, the test, or firefighter training comments in general.
 - Or submit comments on a separate piece of paper.

After 3 hours the proctor shall:

- Collect all test materials including all notes made by students.
- Review the application for certification for complete information.
 - The application for certification must be signed by the student.
- Review the written test answer sheet for complete identification information. (Staff will no longer correct the information omitted.)
 - The written test sheet must be signed by the student.
- Review each test booklet to insure there are no markings in the book.
- Place the written test booklet, answer sheet and the application for certification in the return shipping box.

If the test is not returned on time, the proctor may be subject to disciplinary action by the Board of Firefighter Personnel Standards and Education which can include but is not limited to, suspension or revocation of the proctor's Instructor certification.



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Test Issues Contact

Nichelle Elliott- nelliotte@dhs.in.gov

RETURN THIS SIGNED SHEET TO THE INDIANAPOLIS OFFICE

Items to include in the return shipping box include;

Mark with an X in one of the two boxes below indicating your action.

YES	NO	Item Description
		Returning ALL written test booklets.
		Returning ALL written test answer sheets.
		Returning completed application for certification for <u>each</u> student taking the test. (This includes retests)
		Returning a copy of course / testing application.

Seal the box and return the box to the IFTS Certification Section via UPS within 7 calendar days.

The proctor shall provide the information below indicating that he/she has complied with the rules established by the Board of Firefighting Personnel Standards and Education.

Proctor Name (Printed)	Date of Test
Proctor Signature	Course Number

RETURN THIS SHEET TO INDIANAPOLIS

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